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**Request for Proposal – Idaho National Laboratory**  
**February, 2004**

**Services**  
**Provided By The INL Contractor**  
**To The**  
**ICP (EM) Contractor**

The following pages contain the language describing indirect funded essential services provided by the INL Contractor to the ICP Contractor. These descriptions are intended to provide the ICP Contractor with information on the scope of these services that they will receive, and are not intended to define the total scope of the INL activity, as it exists in FY2003.

In addition to the essential services listed on the following pages, the INL Contractor shall provide site access training, general infrastructure support, and security services as defined below to the ICP Contractor for the base term of the ICP contract.

**Site Access Training**

Site Access Training shall be made available to the ICP Contractor, at no cost, over the entire base contract period. This training is presently web based, and can be completed from ICP workstations connected to the INL Intranet system. The ICP Contractor is responsible for maintaining their own employee training records, and for procuring any other needed training beyond this basic site access training. INL training shall cover all topics necessary to allow the Contractor employee's unescorted access to the INL. This training shall meet the requirements of DOE O 5480.20A, *Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities*, for General Employee Training, and the requirements for Occupational Safety and Health in accordance with 29CFR1910.

**General Infrastructure Support**

The General Infrastructure Support is a direct funded activity and shall be provided by the INL Contractor to the ICP Contractor at no cost over the entire base contract period of performance. The INL Contractor shall maintain site roads, including snow removal, weed control, lighting, sign maintenance up to the main gate of the EM-owned site areas and facilities including the parking lot outside of the main gate entrance at the Idaho Nuclear Technology and Engineering Center (INTEC), Radioactive Waste Management Complex (RWMC), and Test Area North (TAN) facility areas. The ICP Contractor is responsible for all other EM facility area infrastructure both inside and outside the security fence (as an example, at INTEC, the security fence perimeter roads, buildings, structures, sanitary waste system, INEEL CERCLA Disposal Facility (ICDF), service waste ponds and supporting facilities, piping and structures, etc. that are outside the security fence). The INL Contractor shall maintain and inspect the existing railroad system up to the EM facility fence or area boundary. The ICP Contractor is responsible for maintenance of roads and railroads within their facility areas, as well as any upgrades required outside of their facility area that are solely to support the EM mission. The INL Contractor shall maintain other site grounds that are outside of the EM facility areas and outlying EM facilities and structures. The INL Contractor shall maintain the

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site seismic monitoring network. The ICP and INL Contractors are responsible for their own infrastructure support beyond that defined in this Section J Attachment.

**Security**

The level of security force/support provided to the ICP Contractor is baselined to that level in place in FY2004. That level of service shall be provided at no cost to the ICP Contractor over the entire base period of the ICP contract. The ICP Contractor is responsible to fund any level of security service requested that is above the FY2004 baseline.

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**Essential Services**

The INL Contractor shall provide the following essential services to the Idaho Clean-up Project Contractor, hereafter referred to as the ICP Contractor. Table 1 identifies the cost of services and the expected funding to be transferred from EM to NE for the eight-month period in FY 2005 beginning with the target contract takeover date of January 31, 2005. If the contract takeover date is changed, the EM-funded share will be adjusted accordingly (at the same rate as used to establish these 8-month figures). The narrative description identifying the type and level of service to be provided for these costs are provided below. In the event either party wishes to change the service level during FY 2005, the change shall be negotiated and mutually agreed between the two parties as a subcontract arrangement. The Contractors shall negotiate continued service levels and fund transfers or payment practices for any services received by the ICP Contractor beyond FY 2005.

The services described below are explicit and there shall be no assumption that services will be provided beyond what is stated.

**Table 1. Essential Services (Dollars Expressed in Thousands)**

<b><u>Description</u></b>	<b><u>EM Funded share for FY2005</u></b>
<b>Emergency Management</b>	<b>\$1,420</b>
<b>Occupational Medical Program</b>	<b>1,406</b>
<b>Information Technology Infrastructure</b>	<b>2,257</b>
<b>On Site Monitoring Activities</b>	<b>127</b>
<b>Landfill and Waste Disposal</b>	<b>607</b>
<b>Power Management</b>	<b>2,225</b>
<b>Fire Department Operations</b>	<b>3,377</b>
<b>Life Safety Systems</b>	<b><u>960</u></b>
<b><u>Total</u></b>	<b>\$12,379</b>

The INL Contractor shall provide the following services:

**Emergency Management**

- The INL Contractor shall develop, implement, and maintain MOUs with off-site response entities, and coordinate meetings and training, and resolve issues with these entities.
- The INL Contractor shall prepare the site Emergency Readiness Assurance Plan with input provided by the ICP Contractor.

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- The INL Contractor shall maintain emergency equipment located in Emergency Control Centers (ECCs) and the RWMC Command Post within EM-owned facilities. This equipment includes: radios, white boards, pagers, video and recording equipment, telephones, fax and copy machines, computer networks, and emergency service vehicles.
- The ICP contractor shall ensure that adequate transportation is available for employee safety, in the event of an emergency evacuation of EM-controlled facilities. Buses that historically have been staged or deployed for emergency evacuation will not be available at EM facilities.
- The INL Contractor shall maintain the Emergency Management maps with input from the ICP Contractor.
- The INL Contractor shall maintain a single point of contact (Warning Communication Center (WCC) at 208-526-1515) for emergency notification and shall maintain the ICP Contractor's emergency notification list in the WCC.
- The INL Contractor shall manage the Emergency Operations Center (EOC) for all emergencies at EM-owned facilities. The ICP Contractor shall provide representation to the EOC when activated in support of an emergency related to the ICP Contractor scope of work.
- The INL Contractor shall disseminate public protection information, received or developed in the EOC, to off-site entities. For EM emergencies, the ICP Contractor shall review this information for applicable classification or other disclosure restrictions prior to release.
- The INL Contractor shall:
  - Design, develop, implement, and evaluate Emergency Response Organization Initial and Requalification training.
  - Update the INL Emergency Plans for EM-owned facilities including, INTEC, TAN, RWMC, Fort St. Vrain Independent Spent Fuel Storage Installation, and the TMI-2 Independent Spent Fuel Storage Installation, based on input from the ICP Contractor.
  - Design, develop, implement, and evaluate a drill and exercise program. Program services include: drill preparation, conduct, evaluation, reporting, and file maintenance.
  - Allow ICP Contractor personnel access to CFA during emergencies, drills, or exercises.

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- Notify the ICP Contractor at least one week in advance of planned drills or exercises that impact or may impact EM-owned facilities
- Conduct at least one site-wide drill annually that shall include participation by the ICP Contractor.
- Prepare or update hazard assessment documents for all EM-owned facilities based on input from the ICP Contractor.
- The ICP Contractor shall provide the appropriate information, data (certified if necessary), or resources to allow the INL contractor to maintain up-to date emergency management plans and implementing procedures associated with EM-controlled facilities as required by applicable laws and DOE directives.

**Occupational Medical Program (OMP)**

The OMP provides occupational medical services to assist management in monitoring and protecting their employees from health hazards. The program provides for on-site response to medical emergencies and treatment of on-the-job injuries and illnesses and provides medical evaluation concerning ability to work. The following activities and services shall be provided within this scope of work in accordance with DOE Order 440.1A and federal regulations:

- Diagnosis and treatment of employees who experience illnesses or injuries while on the job;
- Assistance in the protection of employee health through worksite visits and interaction with safety and health professionals;
- Assist management with employee placement in conformance with Americans with Disability Act;
- Medical opinion provided to management and employees regarding the ability to perform assigned work;
- Medical surveillance for employees exposed to hazardous chemical and physical agents (above action levels or as required by law) or substances such as radiation;
- Medical certifications for jobs requiring certifications;
- Response to medical emergencies, 24 hours/day, 7 days/week, including planning and support for site emergency action plans;
- Required health initiatives such as monitoring individual employee health, mental health counseling, and employee assistance program;

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- Maintenance of required medical records and established demographic/medical database;
- Medical/technical review of projects by collecting and analyzing group health data as requested by the ICP Contractor;
- Medical advice related to workman's compensation cases when requested by the ICP Contractor, and recommendation for employee return to work;
- Termination physical examinations as required by DOE directives or Federal Regulations.

**Information Technology Infrastructure**

**Telephone Service**

- INL Contractor shall provide basic telephone infrastructure service including, maintenance during normal work hours, up to the wall jack, and dial tone. Minor moves, disconnects, and new connects are covered in existing facilities. Life Safety Alarm circuits in existence at the time of turnover shall continue to be provided and maintained. All repairs to telecom systems shall be included as well as voice mail and telephone directory service and long distance charges. Handsets shall be turned over to the ICP Contractor and shall be repaired as needed.

**Network Access**

- INL Contractor shall provide and maintain basic data service to the existing data jacks within the protected network based on the number and location of connections in service at the time of turnover. Costs associated with minor moves and relocations within existing EM facilities are covered. The ICP Contractor shall comply with the INL Cyber security requirements. Firewall operation, Intrusion Detection, antivirus management and all associated engineering shall be provided by INL Contractor. The basic level of service is 10 MEGABIT (MBIT) for data services. All ICP Contractor equipment connected to the protected intranet shall meet INL computer architecture requirements to ensure continued network integrity.

**Computer Operations**

- Logical DMZ space shall be provided by the INL Contractor. The ICP Contractor shall follow Cyber Security rules and process for systems residing in the DMZ. The ICP Contractor shall provide their own network servers or negotiate for services with the INL Contractor. The ICP Contractor shall provide its own business management, e-mail, and work control systems.

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**Wireless Services**

- All mountain top equipment shall be serviced by the INL Contractor. This shall include associated power and engineering costs, frequency and external interface costs. The ICP Contractor shall pay separately for new handheld radios, repairs, reprogramming and replacement. The INL Contractor shall provide paging services for the existing number of pagers at the time of transfer.
- Chief Information Officer/Chief Technology Officer (CIO/CTO) – The INL Contractor and NE-ID shall provide site-wide strategic and tactical planning, including frequency management. The ICP Contractor shall provide its own IT help desk services.

**On Site Monitoring Activities**

These costs are material cost in support of the direct funded activities for ground-water monitoring conducted under the INEEL Site-wide Ground-Water Monitoring Plan, which reside with the U.S. Geological Survey (USGS) and National Oceanic and Atmospheric Administration (NOAA) who operates and maintains a network of 33 meteorological stations on and around the INEEL.

**Landfill and Waste Disposal**

- Landfill and waste disposal services shall be available for municipal, construction, and non-contaminated demolition wastes (including asbestos and petroleum contaminated material). Dumpsters are located throughout the site and shall be emptied on a weekly basis. More frequent service or additional waste receptacles may be available upon request for an additional fee. Hours of operation for the landfill and waste disposal service are Monday through Thursday from 7:30 AM – 4:00 PM.
- Volumes shall be tracked by amount and waste type. The ICP Contractor shall be allowed to dispose of 23,554 cubic yards of waste for the price listed in Table 1. Additional needs and cost may be negotiated with the INL Contractor.
- Please note: No hazardous or contaminated waste may be disposed of in the landfill. In the event waste is disposed of that does not meet the waste types allowed, it shall be removed and all associated removal costs shall be the responsibility of the Contractor that disposed of the waste.

**Power Management**

The INL Contractor shall provide electrical transmission and distribution systems, buildings, structures, and services, including such things as maintenance, repairs, weed control, upgrades, and power distribution and control, up to the load side of the individual site area substations as specified in this section.

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The ICP Contractor shall provide electrical transmission and distribution services, including such things as maintenance, repairs, upgrades, and power distribution and control as specified below:

- Idaho Nuclear Technology and Engineering Center (INTEC) – The ICP contractor is responsible for all substation and distribution equipment to the load side of the substation feeder breakers B53, B56, B58, B59, B514, and B515 substation transformers 8T2-1 and 8T2-2 located at buildings B21-620 Substation yard STR716.
- Test Area North (TAN) – The ICP Contractor is responsible for all substation and distribution equipment to the secondaries of the distribution transformers, substation transformers 8T5-1 and 8T5-2 located at building 605, substation yard STR708. For the remainder of the electrical distribution system supporting all other areas in the vicinity of the TAN complex, the ICP Contractor is responsible for the EM-owned facilities and structures and the electrical feed from the transformer to those facilities and structures.
- Radioactive Waste Management Complex (RWMC) – The ICP Contractor is responsible for all lines and distribution equipment to the secondaries of the distribution transformers within the RWMC boundaries. The INL Contractor is responsible for the 138 KV radial line up to the (British Nuclear Fuels, Limited (BNFL) substation and the 12.5 KV line (Circuit 42) up to the RWMC boundary.
- Power Burst Facility (PBF) – The ICP Contractor is responsible for the load side of circuit 54/57, breaker B54/57. For all other areas within the Special Power Excursion Reactor Test (SPERT) complex with ownership of buildings and structures by EM and NE, the ICP Contractor is responsible for the EM-owned facilities and the electrical feed from the transformer to those facilities. The ICP and INL Contractors shall coordinate activities in these common areas to avoid any work interruptions.

The ICP Contractor shall pay for power consumption and demand charges at rates specified by and negotiated with by the INL Contractor.

**Fire Department Operations**

The ICP Contractor is responsible for all emergencies within its facilities and boundaries as described elsewhere, regardless of the services provided by the INL Fire Department discussed in this section.

- The INL Fire Department shall provide the ICP Contractor a full range of emergency mitigative services that includes fire, emergency medical, rescue, and hazardous material response 24 hours per day, 365 days per year. The INL Fire Department maintains critical minimum staffing providing four engine companies located at Central Facilities Area (CFA), Test Area North (TAN), and Argonne National Laboratory-West (ANL-W) fire stations. Each engine company has five personnel who are qualified to National Fire Protection Association standards for



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firefighting (structural and wildland) and rescue, State of Idaho Emergency Medical Technician (EMT) certifications, Advanced Emergency Medical Technician certification, Radiation Worker II qualifications, and State of Idaho Hazardous Materials Technician certification.

- The INL Fire Department shall provide emergency response services. Post emergency cleanup within EM-owned facility areas is the responsibility of the ICP Contractor. During emergency responses, the INL Fire Department shall be the On-Scene Incident Command in charge of the scene.
- The INL Fire Department, in cooperation with the ICP Contractor, shall develop and maintain (to include periodic walk-downs) pre-incident plans for EM-owned facilities.
- The INL Fire Department shall support drill and exercise scenarios conducted at EM-owned facilities.
- INL shall provide all Proprietary Supervising Station monitoring services as required by NFPA 72 for all EM-owned facility fire alarm systems. INL shall monitor the Emergency 777 phone line and provide emergency dispatching services and support for inspection, testing, and maintenance for EM-owned emergency notification and fire alarm systems.

**Life Safety Systems**

INL Contractor Life Safety Systems (LSS) shall test, inspect, repair, and maintain configuration control of fire alarm systems for all EM-owned facilities. LSS shall provide spare parts for installed fire alarm systems.

LSS shall inspect, test, and maintain water-based suppression systems inside EM-owned buildings.